

Commonwealth of Kentucky

Dept. of Alcoholic Beverage Control

1003 Twilight Trail
Frankfort, Kentucky 40601-8400

(502) 564-4850 Phone

(502) 564-1442 Fax

<http://www.abc.ky.gov>

DORMANT LICENSE INSTRUCTIONS

804 KAR 4:110 Section 1 (1) states that any retail license under which no business is transacted during a period of ninety (90) days shall be revoked by the ABC Board or surrendered by the licensee. Section 1 (2) of this regulation outlines specific exceptions under which a licensee would qualify for dormancy. These exceptions are listed as follows:

- Act of God
- Casualty
- The acquisition of the premises by any governmental agency under power of eminent domain
- The acquisition of the premises by any private corporation through its power of eminent domain granted to it
- Loss of lease through the failure of a landlord to renew the existing lease
- Court action
- Other verifiable business reason

Section 1 (3) of this regulation states all licenses placed in dormancy shall be renewed and renewal fees paid in the same manner as active licenses.

If a licensee closes their business and meets one of the specific exceptions outlined above, the Distilled Spirits Administrator must receive the attached dormancy request outlining the reason for the discontinuation of business along with written verification to place the retail liquor license in a dormant status. Dormancies may be granted up to twelve (12) months from the date of first notice to the Administrator. This period may be extended up to an additional twelve (12) months for good cause shown.

If a licensee closes their business and does not meet any of the specific exceptions outlined above, the Distilled Spirits Administrator must receive, within ninety (90) days of the close of business, an application to transfer the license to a new applicant and or a new location, or the license must be surrendered.

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DORMANCY REQUEST FOR RETAIL LIQUOR LICENSE

Pursuant to 804 KAR 4:110 Section 1 (2), discontinuance of the use of retail liquor license number _____ has required this request for the license to be placed in a dormant status. I understand that if this dormancy is granted, the annual license fee must be paid, and upon the expiration of this dormancy period, if necessary, I will be required to request an additional dormancy period.

The failure to continue using this license was caused by the following reason (please explain):

1. An act of God. _____

2. Acquisition of the premises by a government agency under Power of eminent domain.

3. Acquisition of the premises by a private corporation through its power of eminent domain.

4. Loss of lease through failure of landlord to renew existing lease. _____

5. Court action. _____

6. Business reason. _____

Signature _____

Print Name _____

Mailing Address _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public _____

My Commission Expires _____, 20____.

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Dormancy Renewal Application

For the Year of (_ _ _ _ To _ _ _ _)

Fee \$ _____

Val. # _____
(for ABC use only)

Pursuant to 804 KAR 4:110 Section 1 (3), I am enclosing my certified check, cashier's check or money order payable to the ***Kentucky State Treasurer*** for the liquor license fee for this license _____ number being placed in dormancy.

Signature _____

Print Name _____

Mailing Address _____

**PLEASE ATTACH YOUR FEE AND DORMANCY REQUEST AND RETURN ALL THIS
OFFICE.**

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NOTICE TO SURRENDER OR RETAIL LIQUOR LICENSE

I am the owner or an officer of the corporation or company owning the retail liquor license numbered _____. I do not wish to pay the license fee and I hereby surrender said license. I understand that by doing so I relinquish all rights and claims to this license privilege issued for the premises located at

_____ in Kentucky.

Signature _____

Print Name _____

Mailing Address _____

Date Surrendering License _____

PLEASE ATTACH YOUR LICENSE AND RETURN TO THIS OFFICE.